

AQUATIC INVASIVE SPECIES EDUCATOR/BOAT WASHER

One (1) full-time seasonal, non-exempt grant funded position

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING
DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ College Transcripts
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hope E. Laramore, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4176
Fax: 906-353-8068
Email: hope@kbic-nsn.gov

Distribution Date: April 11, 2014

Closing Date: April 28, 2014 at 4:00 pm

POSITION DESCRIPTION

POSITION: **AQUATIC INVASIVE SPECIES EDUCATOR/BOAT WASHER**
One (1) full-time seasonal non-exempt, grant funded position

LOCATION: Natural Resources Department
Pequaming Road
L'Anse, Michigan 49946

SUPERVISORY CONTROL: Lake Superior Program Coordinator

SALARY: Grade 7 (minimum starting wage \$14.47/hour)

QUALIFICATIONS:

- High School diploma or GED required. Additionally, must be actively pursuing a degree in Environmental Science or a related field.
- Must possess basic ecology and an interest in environmental education and outreach.
- Knowledge and ability to communicate the issues and importance of aquatic invasive species and/or ecology is preferred.
- Must have an outgoing personality with and interest in people, outdoors, and water-based recreation such as fishing and boating.
- Must be independent and self motivated.
- Must possess the ability to deal with customers and a diverse audience tactfully, effectively, and respectfully.
- Maintains Strict Confidentiality.
- Must be proficient with MS Office products including Access and Excel. Must be willing to acquire further skills in the use of Media software.
- Excellent oral communication and writing skills are required. Public speaking experience is necessary.
- Must be in good physical health with the ability to work outdoors in a variety of conditions and terrains, including but not limited to extreme conditions such as heat, cold, or rain. Must be able to lift up to 50 pounds unassisted.
- Must possess a valid Michigan driver's license, vehicle, vehicle insurance, and a good driving record.
- Willing to work nights and weekends; must be willing to travel.
- Experience with mechanical equipment; trouble-shooting mechanical problems.

- Employment is contingent upon the result of a satisfactory Security Background Check, pre-employment drug testing, and a pre-employment physical

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Shall complete training for this position as directed when such training is available.
2. Travel daily to boat launches throughout Baraga, Houghton, and Keweenaw Counties.
3. Works effectively and maintains disciplines and professional work ethic both with minimal supervision and in a team environment.
4. Develops and maintains respectful and good working relations with other Department and Government staff, government agencies and organizations.
5. Create and implement databases, graphics and spreadsheets.
6. Assists in the planning, coordinating , and reporting as directed.
7. Shall be responsible for various administrative tasks such as vehicle logs, equipment upkeep, travel reports, monthly reports, program inventory, maintaining a daily work log, and other similar duties.
8. Shall provide interactive AIS education for all ages at boat landings, schools, summer camps, and meetings with local organizations (i.e. sportsman's groups)
9. Shall operate and maintain boat washing equipment and trailer.
10. Shall inspect and wash boats as they enter and exit the lakes in Baraga, Houghton, and Keweenaw Counties.
11. Shall serve as a public information liaison for the Keweenaw Bay Indian Community Natural Resource Department and KISMA; provide information, respond to inquiries, and gather customer feedback.
12. Will be responsible for the disinfection of department equipment, boats and gear related to the Aquatic Invasive Species.
13. Shall track interactions with boaters and the general public to evaluate program effectiveness.
14. Will be responsible for inspecting, washing boats and educating boaters, sailors, paddlers, and other interested parties about aquatic invasive species.
15. Shall develop AIS outreach and education materials for distribution.
16. Shall complete weekly activity reports to submit to supervisor.
17. Shall work with the KBIC AIS Management Plan and department staff working with AIS.
18. Shall assist with manual control of AIS.
19. Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not motioned that are of similar kind or level of difficulty.

Distribution Date: April 11, 2014

Closing Date: April 28, 2014 at 4:00 pm